

Using TPS WebMail

Background: If you use mail.tpschool.org to send e-mail, others won't be able to reply to those e-mails since the address will be incorrect. You change your personal information for Web Mail to work properly.

Here is a message received from mail.tpschool.org. Notice the address added "mail" in front of tpschool.org.

From: jmordan@mail.tpschool.org
Subject: test email from TPS Webmail
Date: August 24, 2009 8:22:16 PM EDT
To: Jeffrey Mordan

You will still be able to send mail from the TPS WebMail, but others cannot reply to your message since there is no such thing as an e-mail address that ends in "mail.tpschool.org"



1. Open a web browser. Go to mail.tpschool.org (do not add a "www") and click on TPS Web Mail link. Login using your TPS user name and password.

Mac OS X Server WebMail Login

Name:

Password:

3. Click on "Options".

4. Click on "Personal Information".

5. Fill out your information at the top. It is most important to fill out the "e-mail address" and the "reply to" fields.

SquirrelMail 1.4.4

http://mail.tpschoool.org/webmail/src/webmail.php

Google mto 1060 Mail Demotivators mq imj eBay InLiquid.com TPS merchants of cool MyFamily

[Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

Options - Personal Information

Name and Address Options

Full Name:

Email Address:

Reply To:

Signature:

Multiple Identities: [Edit Advanced Identities](#) (discards changes made on this form so far)

Timezone Options

Your current timezone:

Reply Citation Options

Reply Citation Style:

6. Scroll down to the bottom of the page and click the Submit button.

Submit

7. A new page will appear that should read "Successfully Saved Options".

Options - Personal Information

Successfully Saved Options: Personal Information

8. After you compose an e-mail, you must click the send button. After clicking this button, the screen should return you to your inbox. Web Mail often becomes hung up at this point. **If you click the Send button once more, another e-mail will be sent, so don't do it.** Because of these little bugs, we would suggest only using Web Mail if and when you absolutely need to.

Send